



DELAINÉ EASTIN  
Superintendent of Public Instruction

CALIFORNIA  
DEPARTMENT  
OF  
EDUCATION

721 Capitol Mall  
PO Box 944272  
Sacramento, CA  
94244-2720

July 9, 2002

**RE: 2003 Annual Application Update for Certification of Nonpublic, Nonsectarian Agencies**

Dear Certified Nonpublic Agency:

Enclosed is the 2003 Annual Application Update for Nonpublic Agency certification. You are required to submit the following: 1) completed annual application update forms, and 2) appropriate application fee (personal or business check, money order, or cashier's check made out to the California Department of Education). Please include the name of the nonpublic agency on the check or money order.

Annual application updates for certification are accepted between August 1 and October 31 of each year. To ensure continuity of current certification, submit your required application update as soon as possible.

**Application updates must be postmarked by Thursday, October 31, 2002.** Incomplete application updates may result in forfeiture of the application fee. It is suggested that you retain a copy for your files.

Mail the completed annual application update forms and the appropriate application fee to the appropriate address below:

**Mailing address for USPS regular mail and overnight Express Mail:**

California Department of Education  
Special Education Division  
Office of Nonpublic Schools and Agencies  
P.O. Box 1738  
Sacramento, CA 95812-1738

**Physical address for all overnight mail/packages (UPS, FedEx, etc.):**

California Department of Education  
Special Education Division  
Office of Nonpublic Schools and Agencies  
428 J Street, Suite 500  
Sacramento, CA 95814

We wish you continued success in your work with California children with disabilities. Attached is a list of staff assignments for nonpublic agencies. Please feel free to call if you have questions.

Sincerely,

Alice D. Parker, Ed.D.  
Assistant Superintendent of Public Education  
Director, Special Education Division

**NOTE:** Pursuant to California Education Code (EC) Section 56366.1 (j) the application fees for 2003 certification have been increased. Check the General Information instructions for applicable fees.